

CLASS LIST ONLINE ACCESS:

1. TO ACCESS CAMPUSWEB (go to the Registrar's page on the Queens website):

Go to www.queens.edu

Click on Administrative Offices

Click on Registrar

Click on the "For Faculty Use" link (on the left).

Click on "Click Here to Access your Class List(s)".

2. TO LOGIN TO CAMPUSWEB

Type your User ID.

Type your PIN.

Click on the Login button.

3. TO VIEW YOUR CLASS LIST(S)

Click on the Faculty link or Faculty tab.

Find the course.

Click on the View link (to the left of the course number).

4. TO PRINT YOUR CLASS LIST(S) -- 1 copy for yourself, 1 copy for the Office of the Registrar

*Remember you should **PRINT**, carefully **REVIEW**, **MARK ALL DISCREPANCIES**, and **RETURN A SIGNED COPY** to the Office of the Registrar.*

Click on "Reformat as Printable Page" (at the bottom of the screen).

This will open the "printable page" window.

Within this "printable page" window: Click on File (at the top left corner of the window).

Scroll down to Page Setup and Click on it.

This will pull up a "page setup" window.

Within this "setup" window: Set the left and right margins to 0.25 (in the bottom right corner).

Click OK. This will close the "page setup" window.

Click on File again (at the top left corner of the window)

Scroll down to Print and Click on it.

This will pull up a "print" window. Within this "print" window:

Click on the Print button.

This will close the "print" window and print your Class List.

Click on the X (at the top right corner of the screen).

This will close the "printable page" window.

5. LOGOUT OF CAMPUSWEB

Click on the Logout link (in the top right corner of the CampusWeb screen).

Click on the "X" (to close the browser).